



Job Opportunity

State Controller's Office

Position: Staff Services Manager I, (Specialist) - Permanent Appointment, Full Time

Statewide

Location: Personnel/Payroll Services Division, 21st Century Project
710 Riverpoint Court, Sacramento, CA 95605

Issue Date: September 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Pat Quinn, (916) 375-6043

Who May Apply: Individuals who are currently in this classification, eligible on an appropriate list, or eligible for lateral transfer.

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-4800-049

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of the Staff Services Manager II, the incumbent serves as the State Controller's Office's (SCO) 21st Century Project's Workforce Transition (WFT) lead. The position is responsible for the statewide workforce and workplace readiness and transition program for the new Human Resources Management and Payroll (HRMS/Payroll) system and for managing the design of the future State Human Resource (HR) organization model.

The incumbent will be responsible for reviewing the impact of the new system and business processes on classifications and preparing and transitioning every state department, board, and commissions to the new HRMS/Payroll system while continually assessing and addressing the State's readiness for change. Specific duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Work directly with the State's Human Resource (HR) organizations to conduct an HR inventory and job impact analysis. Work collaboratively with Project Managers and department executive staff to help us gain a better understanding of the existing State structure to support a new organizational model.

- Perform as the SCO 21st Century Project state lead for Workforce Transition. Responsible to assess the current State HR job duties to determine how current processes and practices support or hinder achievement of the projects future business objectives.
- Perform audits and analysis and summarizes the results to determine trends, identify costly risks, impact to job roles and training needs.
- Establish strategies, approaches, activities, training and tools focused to effectively prepare and transition the workforce at each department.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Develop and manage statewide and department-specific WFT risks assessments at the onset and throughout the project's lifecycle.
- Assume lead responsibilities, with the involvement of existing SCO HR staff, associated with designing the future-state model for the Personnel/Payroll Services Division and department HR classification structures.
- Work closely with DPA, SCO HR staff and selected Department HR professionals to identify and recommend the future-state model.
- Lead the comparative job analysis process based upon the defined "to be" roles/profiles and determines whether the existing HR structure supports or hinders the achievement of the future business objectives in the new system.
- Establish a Department HR professional Workgroup and conduct a series of sessions to review the classification structure.
- Develop proposed modifications to current classifications, including defining the requirements to support mapping of roles to the new HRMS system.
- Draft the statewide classification concept and proposal for review and discussion and for final submittal to DPA, union(s) and SPB.
- Develop strategies, with the involvement of WFT group, to move people into appropriate classifications by developing and finalizing a Workforce Transition Strategy and Plan and Human Resources Organizational Impact Assessment.
- Independently respond to workplace and workforce readiness issues verbally and/or in writing. Develop written communications, including letters, memorandums, reports, etc., for workplace and workforce readiness related issues and policies.

Desirable Experience and Qualifications:

Attributes

- Excellent communication skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to travel and work the required hours to complete an assignment;
- Ability to respond to affected stakeholder groups regarding complex policies and issues;
- Ability to accurately assess issues and make recommendations about the best possible solution(s); and,
- High degree of initiative and ability to work in a team setting.

Desired Experience

- Experience in or knowledge of the state's human resource functions (e.g., personnel, payroll, position management, benefits, timekeeping, etc.);
- Experience conducting interviews and focus groups, and designing and delivering stakeholder events;
- Experience developing transition strategies and/or implementation plans for affected individuals; and,
- Experience using personal computers and Microsoft Word and PowerPoint.

Reasons to apply/accept a position with the 21st Century Project Team:

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in the project design, development, and implementation of the industry-leading mySAP ERP 2005 software product.
2. You will work with energetic and dedicated state professionals and our contracting system integrator while adding major project implementation skills to your work experience.

3. You will be on the cutting edge gaining valuable business experience, the opportunity for training, and acquiring experience that will be marketable statewide.

NOTE: This location has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
300 Capitol Mall Drive, Suite 1002
Sacramento, CA 95814

Attn: Pat Quinn